

#### Conditions that requiring this feature:

1. More than one shift.

- 2. Each worker is assigned to a specify shift.
- 3. Each working shift changes periodically.
- 4. Each worker will change shift rotationally.
- 5. Changes are periodic.
- 6. Each working shift has different rest days.

For example, a factory is running under 2 working shifts a day, as mentioned below:

| Day shift   | 9:00am to 9:00 PM |
|-------------|-------------------|
| Night shift | 9:00pm to 9:00 AM |

There are 3 groups of workers which are having different working schedules, as stated below.

| Day     | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 |
|---------|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|
| Group A | D | D | D | D | D | 0 | 0 | Ν | Ν | Ν  | Ν  | Ν  | 0  | 0  | 0  |
| Group B | 0 | 0 | Ν | N | Ν | Ν | Ν | Ο | 0 | 0  | D  | D  | D  | D  | D  |
| Group C | Ν | Ν | 0 | 0 | 0 | D | D | D | D | D  | 0  | 0  | Ν  | Ν  | Ν  |

Legend:

| D | = | Day Shift   |
|---|---|-------------|
| Ν | = | Night Shift |
| 0 | = | Off day     |

This is a typical rotational shift-working environment. Therefore, user needs to set up rotational working schedules to suit this environment.

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## Step 1 • Setting up of rotational clocking schedule.

User needs to use clocking schedule "a" to "z", which supports daily basic working hours. In this case, we choose "clocking schedule a" for day shift and "clocking schedule b" for night shift. Please refer to the diagram below:

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#### Clocking schedule a.

| locking Schedule   |                             |                             |                                 |                                |                   |          |
|--|-----------------------------|-----------------------------|---------------------------------|--------------------------------|-------------------|----------|
| Please select the desired clocking sched<br>a-z, and then specify its clocking setting<br>flexi-hour clocking) | lule code fr<br>s as indica | rom weekly<br>ted in the be | schedule of 0<br>low. (Note: si | -9, or daily s<br>chedule 9 is | chedule of<br>for | Schedule |
| Clocking Settings  | De                          | escription [                | Day shift                       |                                |                   |          |
|  | <u>In</u>                   | <u>Break</u>                | <u>Resume</u>                   | Out                            | <u>01</u>         | Done     |
| Clocking Time:-<br>Actual clocking time<br>Leave it blank if not used  | 09:00                       | :                           |                                 | 21:00                          | :                 | :        |
| Clocking Range:-<br>Clocking before this time<br>Leave it blank for default range                              | 09:00                       | :                           |                                 | 21:00                          |                   | :        |
| Latest Clocking:-<br>Replace with most recent clocking within the<br>clocking range                            |                             |                             |                                 | 2                              |                   |          |
| Do you want to use OT/Done as schedul  | ed work in:                 | stead of ove                | rtime?                          |                                | - 🗖 Yes           |          |
| If this is a rotational shift, specify the qua   | lify minutes                | s before the                | shift starts                    |                                | 30                |          |
| Help   |                             |                             |                                 |                                | 1                 | Close    |

#### Figure 1.1

| locking Settings  | De            | escription   | Night shift   |       |           |      |
|---|---------------|--------------|---------------|-------|-----------|------|
|   | In            | <u>Break</u> | <u>Resume</u> | Out   | <u>01</u> | Done |
| Clocking Time:-<br>Actual clocking time<br>Leave it blank if not used               | 21:00         | :            | :             | 09:00 | :         | :    |
| Clocking Range:-<br>Clocking before this time<br>Leave it blank for default range   | 21:00         | :            | :             | 09:00 | :         | :    |
| _atest Clocking:-<br>Replace with most recent clocking within the<br>clocking range |               |              |               |       |           |      |
| Do you want to use OT/Done as schedu  | led work ins  | stead of ove | rtime?        |       | -         |      |
| f this is a rotational shift, specify the qu  | alify minutes | before the   | shift starts  |       | 30        |      |

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Notice a sentence "If this a rotational shift, specify the quality minutes before the shift starts". This is an optional setting. It is recommended that users are provided with a time period, for example 30 minutes, to allow workers to have enough time to clock-in and clock-out.

### Step 2 • Setting up of Group Duty Roster.

As mentioned before, there are 3 working groups for this environment. Therefore, user needs to set up 3 Group Duty Rosters. In Group Duty Roster, click the button "Auto Schedule" to start configuring the duty rosters.

Group duty roster named "A" to "Z" is specially made for rotational working hours. We now choose 3 group duty rosters, which are:

#### Group Duty Roster A for workers in Group A



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After the set up, Group Duty Roster A should appear as shown below:

| Sele<br>Drag | day  | ie d<br>/ ty | pe a | and | dut<br>dro | y ro<br>op it | on  | to     | ode<br>the | gric       | in <u>c</u> | irou<br>II to | up de | fine | ∋ 0-<br>e th | 9 o<br>e da | r A-<br>ay t | Z, i<br>ype | and | inc | e ye<br>lica | ear<br>ted | of t<br>by | he i<br>its i | colo    | r pla<br>ir, a | ann<br>and | er. | A    | i T | 2          | Holiday L    | .ist      |
|--------------|------|--------------|------|-----|------------|---------------|-----|--------|------------|------------|-------------|---------------|-------|------|--------------|-------------|--------------|-------------|-----|-----|--------------|------------|------------|---------------|---------|----------------|------------|-----|------|-----|------------|--------------|-----------|
| ey i         | n th | e si         | cne  | aui | e ci       | ode           | 0-8 | s or   | a-2        | <u>.</u> . |             |               |       |      |              |             |              |             |     |     |              |            |            |               |         |                |            | Ν   | Autt | -Sł | nifts<br>- |              |           |
| 200          | 15 - | -            | 01   | ការ | 720        | 05            |     | D      | esi        | cript      | tion        | 106           | ork   | ərs  | in (         | RP          | A            |             |     |     |              |            |            |               |         |                |            |     | 1    | -   |            |              | <u>)e</u> |
| 200          |      |              | 101  | 4   | 120        | 1.            | 2   | 1      | 0          | 10         |             | 10            | Lin   |      | 110          | 10          |              | 10          | 10  | 00  | 0.1          | 00         | 00         | 0.4           | 0.5     | 00             | 07         | 00  | -    | 00  |            | WORKDAY      |           |
| 1            | 1    | 2            | 3    | 4   | 0          | 0             | 1   | o<br>b | 8<br>b     | h          | 11<br>b     | 1Z<br>b       | 13    | 14   | 15           | 10          | 17           | 18          | 19  | 20  | 21           | 22         | 23<br>b    | Z4<br>b       | 20<br>h | 20<br>b        | 27<br>b    | 28  | 29   | 30  | 31         |              |           |
| 2            | 9    | 9            | a    | 9   | a          |               | h   | h      | h          | h          | h           | N             | -     |      |              | 9           | a<br>9       | a           | a   | a   |              | h          | h          | h             | h       | h              | N          | -   | _    |     | a          | HOLIDAY      |           |
| 3            |      | a            | a    | a   | a          | a             |     |        | h          | h          | h           | h             | h     |      |              | u           | a            | a           | a   | а   | а            |            | ~          | h             | h       | h              | h          | h   |      | -   |            |              |           |
| 4            | а    | a            | a    | a   | a          | -             |     | b      | b          | b          | b           | b             | ~     |      |              | а           | a            | a           | a   | a   |              |            | b          | b             | b       | b              | b          | ~   | -    |     |            | RESTDAY      |           |
| 5            | a    | a            | a    | a   | a          |               |     | b      | b          | b          | b           | b             |       |      |              | a           | a            | a           | a   | a   |              |            | b          | b             | b       | b              | b          |     |      |     | а          |              |           |
| 6            | а    | a            | a    | a   | 1          |               | b   | b      | b          | b          | b           |               |       |      | а            | а           | а            | а           | а   |     |              | b          | b          | b             | b       | b              |            |     |      | а   |            | OFEDAY       |           |
| 7            | a    | a            | a    | a   |            |               | b   | b      | b          | b          | b           |               |       |      | a            | а           | а            | а           | а   |     |              | b          | b          | b             | b       | b              |            |     |      | а   | а          | Jerrerti     |           |
| 8            | a    | a            | a    |     |            | b             | b   | b      | b          | b          |             |               |       | a    | a            | а           | а            | а           |     |     | b            | b          | b          | b             | b       |                |            |     | а    | а   | а          | Auto Sobe    | dula      |
| 9            | а    | а            |      |     | b          | b             | b   | b      | b          |            |             |               | а     | а    | а            | а           | а            |             |     | b   | b            | b          | b          | b             |         |                |            | а   | а    | а   |            | Auto Scrie   | GOIC      |
| 10           | а    | а            |      |     | b          | b             | b   | b      | b          |            |             |               | а     | a    | a            | a           | а            |             |     | b   | b            | b          | b          | b             |         |                |            | а   | а    | а   | а          | Import Ro    | ster      |
| 11           | а    |              |      | b   | b          | b             | b   | b      |            |            |             | а             | а     | а    | а            | а           |              |             | b   | b   | b            | b          | b          |               |         |                | а          | а   | а    | а   |            | Different Re | stday     |
| 12           | а    |              |      | b   | b          | b             | b   | b      |            |            |             | а             | а     | а    | а            | а           |              |             | b   | b   | b            | b          | b          |               |         |                | а          | a   | а    | а   | а          | 21121121     |           |

Figure 1.5



|                                  |  |                       | Multi-S   | hifts        |    |  |
|----------------------------------|--|-----------------------|-----------|--------------|----|--|
| Sequence                         | Day Type   | 1                     | 2         | 3            |    |  |
| 1                                | RESTDAY  | <b>•</b>              |           |              |    |  |
| 2                                | RESTDAY  |                       |           |              |    |  |
| 3                                | WORKDAY  | b                     |           |              |    |  |
| 4                                | WORKDAY  | b                     |           |              |    |  |
| 5                                | WORKDAY  | b                     |           |              |    |  |
| 6                                | WORKDAY  | b                     |           |              |    |  |
| 7                                | WORKDAY  | b                     |           |              | -  |  |
| ossible option<br>nat has no pri | n of schedule codes for<br>e-determined schedule | r open sche<br>code:- | edule att | tendand      | ;e |  |
| Help                             | <u>O</u> kay                                     |                       |           | <u>C</u> anc | el |  |

| ng <mark>e</mark> rTi |  | ATIONAL S   | SHIFT                     | EK                 | VVII               | н            |  |
|-----------------------|--|---|---------------------------|--------------------|--------------------|--------------|--|
|                       |  |   |                           |                    |                    |              |  |
| a                     | uto Schedule A                         | ssistant  |                           |                    |                    |              |  |
|                       | Use this function<br>working schedu    | ) to facilitate the assig<br>le by a day type and a | nment of re<br>clocking s | ecurring<br>chedul | g weeko<br>e numbe | aay's<br>∋r. |  |
|                       |  |   |                           | Multi-S            | hifts              |              |  |
|                       | Sequence                               | Day Type  | 1                         | 2                  | 3                  | <b>_</b>     |  |
|                       | 9                                      | RESIDAY   |                           |                    |                    |              |  |
|                       | 10                                     |   | -                         |                    |                    | - 1          |  |
|                       | 12                                     |   | a                         |                    |                    | - 1          |  |
|                       | 13                                     |   | a<br>a                    |                    |                    | - 11         |  |
|                       | 14                                     | WORKDAY   | a                         |                    |                    | - 11         |  |
|                       | 15                                     | WORKDAY   | a                         |                    |                    |              |  |
|                       | Effective data rea                     |   | noor lo                   |                    | -                  |              |  |
|                       | Possible option o<br>that has no pre-r | of schedule codes for<br>determined schedule c      | open sche<br>ode:-        | dule at            | tendanc            | e            |  |
|                       | Help                                   | <u>O</u> kay  |                           |                    | <u>C</u> anc       | el           |  |
| 7                     | Figure 1.7                             |   |                           |                    |                    |              |  |
|                       |  |   |                           |                    |                    |              |  |
| e Group Du            | tv Roster B                            | should look like                                    | e the or                  | he be              | -wole              |              |  |

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| 200 | 16 - | - | 64 | 101 | 00  | 05       |   | Б  | )es | crin | tion | 500 |    |    | in ( |    |    |    |    |    |    |    |    |    |    |    | _  | ļ  |    | 1-31 | -  | Day Type            |
|-----|------|---|----|-----|-----|----------|---|----|-----|------|------|-----|----|----|------|----|----|----|----|----|----|----|----|----|----|----|----|----|----|------|----|---------------------|
| 200 | 1    | 2 | 3  | 4   | 120 | 6        | 7 | 18 | 0   | 10   | 11   | 12  | 13 | 14 | 15   | 16 | 17 | 18 | 10 | 20 | 21 | 22 | 22 | 24 | 25 | 28 | 27 | 28 | 20 | 30   | 21 | WORKDAY             |
| 1   |      | - | b  | h   | b   | b        | b | Ť  |     | 10   | a    | 8   | a  | a  | a    | 10 | -  | h  | h  | h  | b  | b  |    | ** | 20 | 8  | a  | a  | a  | a    |    |                     |
| 2   |      | b | b  | b   | b   | b        |   |    | -   | a    | a    | a   | a  | a  |      |    | b  | b  | b  | b  | b  |    |    |    | а  | a  | a  | a  |    |      |    | HOLIDAY             |
| 3   | a    |   | 1  | b   | b   | b        | b | b  |     | -    | 1    | a   | a  | a  | a    | a  |    | 1  | b  | b  | b  | b  | b  |    |    | 1  | a  | a  | a  | a    | а  |                     |
| 4   |      |   | b  | b   | b   | b        | b | 1  |     |      | a    | a   | a  | a  | a    | 1  |    | b  | b  | b  | b  | b  | 1  |    |    | a  | a  | a  | a  | a    |    | RESTDAY             |
| 5   |      |   | b  | b   | b   | b        | b |    | 1   |      | a    | a   | a  | a  | a    |    |    | b  | b  | b  | b  | b  |    |    |    | a  | a  | a  | a  | a    |    |                     |
| 6   |      | b | b  | b   | b   | b        |   |    |     | a    | a    | а   | а  | а  | 1    |    | b  | b  | b  | b  | b  |    |    |    | а  | a  | а  | a  | a  |      |    | OFEDAY              |
| 7   |      | b | b  | b   | b   | b        |   |    |     | a    | a    | a   | а  | а  |      |    | b  | b  | b  | b  | b  |    |    |    | а  | a  | а  | а  | a  |      |    | Jerreini            |
| 8   | b    | b | b  | b   | b   |          |   |    | a   | a    | a    | a   | а  |    |      | b  | b  | b  | b  | b  |    |    |    | а  | а  | а  | а  | а  |    |      | b  | Auto Schedule       |
| 9   | b    | b | b  | b   |     |          |   | а  | a   | a    | a    | a   |    |    | b    | b  | b  | b  | b  |    |    |    | а  | а  | а  | a  | а  |    |    | b    |    | Auto Schedule       |
| 10  | b    | b | b  | b   |     |          |   | а  | а   | а    | а    | а   |    |    | b    | b  | b  | b  | b  |    |    |    | а  | а  | а  | а  | а  |    |    | b    | b  | Import Roster       |
| 11  | b    | b | b  |     |     |          | а | a  | a   | a    | a    |     |    | b  | b    | b  | b  | b  |    |    |    | а  | а  | а  | а  | a  |    |    | b  | b    |    | Different Restday   |
| 12  | b    | b | b  |     |     |          | a | a  | a   | a    | a    |     |    | b  | b    | b  | b  | b  |    |    |    | а  | а  | а  | а  | а  |    |    | b  | b    | b  | Entrement Incention |
| _   |      | 4 |    | -   |     | <u>.</u> | - |    | -   |      |      | _   | =  | -  |      | _  | -  | _  | _  |    | _  |    | _  | _  |    | _  |    | _  |    | -    |    | - Denter (          |

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#### Group Duty Roster A for workers in Group C

User should be able to configure Group Duty Roster C by using the same method until Group Duty Roster C appears as shown below:

| rag<br>ey i | day  | / type so | pe a | and<br>dule | dro<br>e co | op il<br>ode | on<br>0-9 | to<br>or | the<br>a-z | gric<br>z. | d ce | ell to | de  | fine | the  | e di | ay t | ype | anc | inc | lica | ted | by | its ( | colo | r,e | and | ы. | Ī           |      | ] [ | Holiday List      |
|-------------|------|-----------|------|-------------|-------------|--------------|-----------|----------|------------|------------|------|--------|-----|------|------|------|------|-----|-----|-----|------|-----|----|-------|------|-----|-----|----|-------------|------|-----|-------------------|
| 200         | 15 - | Ð         | 01   | /01         | /20         | 05           |           | D        | esc        | oripi      | tion | 100    | ork | ers  | in G | RP   | с    |     |     |     |      |     |    |       |      |     |     | 1  | <u>/ult</u> | i-Sł |     | Day Type          |
|             | 1    | 2         | 3    | 4           | 5           | 6            | 7         | 8        | 9          | 10         | 11   | 12     | 13  | 14   | 15   | 16   | 17   | 18  | 19  | 20  | 21   | 22  | 23 | 24    | 25   | 26  | 27  | 28 | 29          | 30   | 31  | IVVORKDAY         |
| 1           | b    | b         |      |             |             | а            | а         | a        | а          | a          |      |        | b   | b    | b    | b    | b    |     |     |     | а    | а   | а  | а     | а    |     |     | b  | b           | b    | b   | Lunin market      |
| 2           | b    |           |      |             | а           | а            | а         | а        | а          |            |      | b      | b   | b    | b    | b    |      |     |     | а   | а    | а   | а  | а     |      |     | b   | b  |             |      |     | HOLIDAY           |
| 3           | b    | b         | b    |             |             |              | а         | а        | а          | а          | а    |        |     | b    | b    | b    | b    | b   |     |     |      | а   | а  | а     | а    | а   |     |    | b           | b    | b   | -                 |
| 4           | b    | b         |      |             |             | а            | а         | а        | а          | а          |      |        | b   | b    | b    | b    | b    |     |     |     | а    | а   | а  | а     | а    |     |     | b  | b           | b    |     | RESTDAY           |
| 5           | b    | b         |      |             |             | а            | а         | a        | а          | а          |      |        | b   | b    | b    | b    | b    |     |     |     | а    | а   | а  | а     | а    |     |     | b  | b           | b    | b   | 2                 |
| 6           | b    |           |      |             | а           | а            | а         | a        | а          |            |      | b      | b   | b    | b    | b    |      |     |     | а   | а    | а   | а  | а     |      |     | b   | b  | b           | b    |     | OFFDAY            |
| 7           | b    |           |      |             | a           | a            | а         | a        | а          |            |      | b      | b   | b    | b    | b    |      |     |     | a   | a    | а   | a  | а     |      | )   | b   | b  | b           | b    | b   |                   |
| 8           |      |           |      | а           | a           | a            | a         | а        |            |            | b    | b      | b   | b    | b    |      |      |     | а   | a   | a    | а   | а  |       |      | b   | b   | b  | b           | b    |     | Auto Schedule     |
| 9           |      |           | а    | а           | a           | a            | a         |          |            | b          | b    | b      | b   | b    |      |      |      | а   | а   | a   | a    | а   |    |       | b    | b   | b   | b  | b           |      |     |                   |
| 10          |      |           | а    | а           | a           | a            | а         |          | -          | b          | b    | b      | b   | b    |      |      |      | а   | а   | a   | a    | а   |    |       | b    | b   | b   | b  | b           |      |     | Import Roster     |
| 11          |      | a         | а    | а           | a           | a            |           |          | b          | b          | b    | b      | b   | _    |      |      | a    | а   | a   | a   | a    |     |    | b     | b    | b   | b   | b  |             | _    |     | Different Restday |
| 12          |      | а         | а    | а           | а           | а            |           |          | b          | b          | b    | b      | b   |      |      |      | а    | а   | а   | a   | а    |     |    | b     | b    | b   | b   | b  |             |      |     |                   |



After configuration, remember to click the "Apply" button to save the settings.

| Day type<br>Leave type<br>Staff extended leave<br>Clocking schedule<br>Group duty roster<br>Company & contact person |  |
|--|--|
| Leave type<br>Staff extended leave<br>Clocking schedule<br>Group duty roster<br>Company & contact person             |  |
| Staff extended leave<br>Clocking schedule<br>Group duty roster<br>Company & contact person                           |  |
| Clocking schedule<br>Group duty roster<br>Company & contact person   |  |
| Group duty roster<br>Company & contact person  |  |
| Company & contact person   |  |
|  |  |
| Change password  |  |
| Preferred language   |  |
| Re-build database indexes  |  |
| Backup/Restore database files  |  |
| Department definition  |  |
| Configure  |  |
|  |  |
| Use this setting to setup the duty roster for individual work group.   |  |
| e 1.10 Help <u>Apply Cancel</u>  |  |